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General Assembly

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Arrangements for the Summit on Climate Change convened by the Secretary-General

United Nations Headquarters, 22 September 2009

Information note for delegations

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Please recycle

I. Introduction

1. Climate change is one of the most important challenges ever to confront humanity. No issue is more fundamental to long-term global prosperity. And no issue is more essential to our survival as a species. Historians will look back on 2009 as a pivotal moment in which leaders seized — or failed to seize — a unique opportunity to steer the world away from the brink of catastrophic climate change and to chart a more sustainable course to global prosperity.

2. This year, the personal leadership of every Head of State and Government is needed if we are to realize this opportunity. It is for this reason that the Secretary-General is convening a Summit on Climate Change on 22 September 2009. The objective of the Summit is to create a broader political vision of the urgency for action, and to mobilize the political will needed to reach an agreed outcome at the United Nations Climate Change Conference in Copenhagen this December.

3. Two notes verbales have already been issued on behalf of the Secretary-General on the organization of the Summit, on 1 July 2009 and 4 August 2009 respectively. The present note updates the information contained in those two notes and addresses additional issues of accessibility and security. Information on the substantive matters to be addressed at the event will be found in the background note by the Secretary-General to be issued shortly (available at http://www.un.org/climatechange/2009summit).

4. The Summit will seek to engage leaders in interactive dialogues on crucial political issues for a post-2012 climate change regime. In order to have reasonably small groups that will allow for a truly interactive discussion and constructive engagement, there will be four parallel sessions in the morning and four parallel sessions in the afternoon. Each Member State will participate in only one round table session, either in the morning or in the afternoon. The composition of each round table will be decided with due consideration to adequate geographical representation. In order to facilitate an open discussion, participation in the round tables will be limited to the Head of State or Government or Minister as Head of Delegation, plus one adviser. Each round table will be chaired by two co-chairs at the Head of State or Government level.

5. The opening and closing of the event will be held in the General Assembly Hall, while the eight interactive round tables will be held in conference rooms 5, 6, 7 and 8.

II. Schedule, round table sessions, documentation and interpretation

6. The Summit will be held according to the following schedule:

Time	*Programme*
8-8.50 a.m.	Welcoming get-together
9-10.35 a.m.	Opening session (General Assembly Hall)
11-1 p.m.	Interactive round tables 1 to 4 (to be held in parallel)

Time	*Programme*
1.05-2.45 p.m.	Secretary-General's United Nations leadership forum luncheon (Delegates' Dining Room)
3-5 p.m.	Interactive round tables 5 to 8 (to be held in parallel)
5-6 p.m.	Closing session (General Assembly Hall)

7. Although this is not a General Assembly event since it will be convened on the initiative and under the chairmanship of the Secretary-General, the rules of procedures of the Assembly will be followed to the extent possible, making allowance as necessary in view of the informal and extraordinary character of the event. Thus, participation will be open to Member States, the Holy See in its capacity as observer State and Palestine in its capacity as observer. Other intergovernmental organizations and entities having received a standing invitation to participate as observers in the sessions and work of the Assembly or the Economic and Social Council, as well as entities of the United Nations system, are invited to attend the proceedings in the General Assembly Hall subject to the seating capacity. A limited number of seats will be reserved for observers from civil society organizations.

8. At the opening of the Summit, the Secretary-General will make an introductory statement. This will be followed by a statement by the Chairman of the Intergovernmental Panel on Climate Change. A limited number of Heads of State and Government, invited by the Secretary-General, will address relevant themes from a global perspective.

9. The Summit will feature several innovative elements. In lieu of live national statements in the plenary, all Heads of State and Government have the opportunity to send in a pre-recorded video statement that will be made widely available on the Internet, including on the Summit website and on YouTube. The videos will be made available from the day of the Summit onward and will be visible on a number of monitors throughout the United Nations. Guidelines for pre-recorded video statements were included in the note verbale dated 4 August 2009.

10. Heads of State and Government will address the same overall theme throughout the course of the round tables: How can we fundamentally transform our economies to enable resilient sustainable low-emission growth for this and future generations? To ensure the interactive nature of the round tables each intervention should be concise and not exceed five minutes. Each Head of State or Government or Minister as head of delegation participating in a round table may be accompanied by only one adviser (see the registration form at annex I). A total of six seats will be made available to each delegation for the opening and closing sessions in the General Assembly Hall.

11. The Summit will conclude with a brief summary of the proceedings by the Secretary-General.

12. The opening and closing sessions of the Summit will be chaired by the Secretary-General. Each round table will be chaired by two co-chairs at the Head of State or Government level. The Secretary-General and the Executive Secretary of the United Nations Framework Convention on Climate Change will sit in on the round tables throughout the course of the day. One of the four Special Envoys on

Climate Change of the Secretary-General will be present in each of the round tables on behalf of the Secretary-General. The heads of the Department of Economic and Social Affairs, the United Nations Development Programme, the United Nations Environment Programme and the World Bank will each serve as secretary in two round table sessions.

13. A minimum of 200 copies of the text of statements delivered in the pre-recorded video statement should be submitted in advance to the Secretariat. If delegations wish to have the text of statements distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 400 copies are required. Intergovernmental organizations and United Nations system entities may provide written inputs of their pre-recorded video statements, which can be circulated if a sufficient number of copies is provided as specified above. For distribution of the texts of statements to the press, please see section VIII below.

14. Given the security arrangements in place for the Summit, texts of the pre-recorded video statements should be delivered to the receiving area located at the rear of the General Assembly Hall between the hours of 7.30 a.m. and 9 a.m. by a delegation representative in possession of a valid United Nations grounds pass. Access will be through the 46th Street gate to the Visitors Entrance, through the electronic screening area to the elevators on the west side of the Lobby to the receiving area, where a representative of the Secretariat will accept the texts at a special counter.

15. Interventions made in any of the six official languages of the United Nations are interpreted into the other official languages. Any speaker may also make an intervention in a language other than the official languages. In such cases, rule 53 of the rules of procedure of the General Assembly will apply, requiring the delegation in question to provide an interpreter to work from the non-official into an official language. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the interpreters booths in the General Assembly Hall, must be made in advance through the Meetings Management Section (tel: 212-963-8114; fax: 212-963-7405; or e-mail: emeetsm@un.org).

16. The opening and closing of the Summit will be broadcast on United Nations Television and on the Internet through webcasting. The round table sessions will be closed in order to encourage a free-flowing discussion.

III. Protocol accreditation and access arrangements for Member States, observers, intergovernmental organizations and specialized agencies

Accreditation

17. Accreditation of official delegations and members of the parties of Heads of State and Government, Crown Princes and Princesses and Vice-Presidents will be carried out by the Protocol and Liaison Service. Missions are kindly requested to communicate the names, functional titles and affiliations of all the members of the respective delegations who require passes, together with completed SG.6 forms (Registration of members of delegations to temporary meetings),[1] to the Chief of

[1] SG.6 forms may be downloaded from the following website: http://www.un.int/protocol.

Protocol (room S-0201A, fax: 212-963-1921). Accreditation of official delegations of observer missions, intergovernmental organizations and specialized agencies will also be carried out by the Protocol and Liaison Service using the SG.6 form.

18. Once the lists of delegates, together with the SG.6 forms are received at the Protocol and Liaison Service, they will be reviewed and authorized. To ensure the issuance of United Nations grounds passes in a timely manner, the following measures will be exercised:

(a) **Applications received in the office of the Protocol and Liaison Service before close of business on Friday, 4 September 2009** will be available for collection starting Tuesday, 8 September 2009.

(b) **Applications received in the office of the Protocol and Liaison Service after close of business on Friday, 4 September 2009** will be available for collection 48 hours (two working days) after submission.

19. Representatives of Permanent/Observer Missions, intergovernmental organizations and specialized agencies are requested to collect the authorized SG.6 forms and deliver them to the delegates, who should proceed to the pass and identification unit for processing. If the name and the photograph of a delegate are already in the computer system of the Pass and Identification Office, his/her pass may be collected by a representative of the Permanent/Observer Mission in the absence of the delegate, upon presentation of the authorized SG.6 forms and a valid United Nations grounds pass. Delegates who need to have a photograph taken should go with their authorized SG.6 forms to the Pass and Identification Unit, located at 45th Street and First Avenue, to have a photograph taken and a grounds pass processed.

20. Heads of State and Government, Vice-Presidents, Crown Princes and Princesses and their spouses will be offered VIP passes without photographs. Deputy prime ministers, cabinet ministers and their spouses will be provided with VIP passes with photographs. In order for a VIP pass to be issued, written requests and two colour passport-size photographs should be submitted in advance to the Protocol and Liaison Service.

21. Delegations may e-mail digital photographs for VIP passes to chuaw@un.org, following submission of formal requests to the Protocol and Liaison Service (room S-0201A, fax: 212-963-1921). Colour photographs must be in jpeg format only. **All e-mail requests must contain in the subject line only the name of the Member States or observer and no other information. Please attach photographs with names of the VIPs only.** Requests other than VIP passes will not be entertained via e-mail.

22. A separate list specifying the names of the members of the party of the Head of State and Government who require access to the United Nations — as well as their occupations (aide de camp, interpreter, physician) — must be submitted together with the SG.6 forms to the Protocol and Liaison Service. Passes for members of security details accompanying VIPs will be issued by the United Nations Security and Safety Service (tel: 917-363-7531). Passes for media personnel will be handled by the Media Accreditation Unit (tel: 212-963-6934).

Access to meeting rooms and restricted areas

23. During the Summit, for security reasons, access to the General Assembly Hall for the opening and closing sessions, to conference rooms for the round tables and to other restricted areas will be based on regular delegate passes plus secondary colour-coded access cards which are transferable among members of a delegation. For that purpose, the Protocol and Liaison Service will issue passes as follows:

(a) Access to the General Assembly Hall: Each Permanent Mission/ Permanent Observer Mission will be issued six access cards of one colour; each intergovernmental organization will be issued two cards and each specialized agency will be issued one card;

(b) Access to the 2nd floor of the General Assembly and Conference Buildings: Each Permanent Mission/Permanent Observer Mission will be issued four access cards of a different colour; each intergovernmental organization and specialized agency will be issued two cards. The 2nd floor access card is good for the period from 22 to 30 September 2009 covering the Summit and the general debate of the General Assembly;

(c) Access to conference rooms for the round tables: Each Head of State or Government or Minister as Head of Delegation will be issued two colour-coded access cards corresponding to the specific round table in which he or she is participating.

24. During the opening session of the Summit, seats will be reserved in a VIP area for spouses of the Heads of State and Government, Vice-Presidents, Crown Princes and Princesses and Cabinet Ministers participating in the event, provided that the Chief of Protocol is notified in advance of their attendance at the session. In addition, depending on availability, a limited number of seats will be reserved for guests of delegations in VIP Section A (up to 15 seats), the 3rd floor gallery and the 4th floor balcony of the General Assembly Hall. **The seats in VIP Section A will only be allocated for the duration of the address of the head of delegation at the plenary meeting**. Access to these areas in the General Assembly Hall will require a special protocol ticket distributed by the Protocol and Liaison Service. Written request for such tickets, with names and titles of all attendees (including the spouse of the dignitary speaking) should be delivered to the Protocol and Liaison Service at room S-0201A or by fax to 212-963-1921 at least one week in advance. The special protocol tickets will be available for collection one day prior to the address of the head of delegation. Ticket holders to these areas who are not in possession of a United Nations grounds pass must be escorted by a representative of the mission bearing a valid United Nations grounds pass and enter the United Nations Headquarters via the Visitors' Entrance.

25. Colour-coded access cards for the Summit will be available for collection at the Protocol and Liaison Service (room S-0201P, tel: 212-963-7181) starting on 17 September 2009, between 10 a.m. and 2 p.m.

26. The working hours of the Accreditation Unit in the Protocol and Liaison Service (tel: 212-963-7181) and the Pass and Identification Unit (ground floor of the UNITAR Building, 45th Street and First Avenue (tel: 212-963-7533), in the days prior to and during the Summit will be posted at the Protocol website (www.un.int/ protocol) and at the entry to each respective office not later than 8 September 2009.

IV. Welcoming get-together

27. The Secretary-General will host an informal welcoming get-together on Tuesday, 22 September in two areas: in the Indonesian Lounge for Heads of State and Government, Vice-Presidents, Crown Princes and Princesses and heads of delegation at the ministerial level, and in the North Delegates' Lounge for other members of the VIP group (including Cabinet-level ministers and permanent representatives). Light refreshments will be served in both areas from 8 a.m. to 8.50 a.m. prior to the opening of the Summit.

V. United Nations leadership forum on climate change luncheon

28. The United Nations leadership forum on climate change luncheon hosted by the Secretary-General will be held on 22 September from 1.05 p.m. to 2.45 p.m., in the Delegates' Dining Room on the fourth floor of the Conference Building. The registration form requesting confirmation of participation by Heads of State or Government **(accompanied by one adviser only)** in the luncheon was disseminated to Permanent Missions and Permanent Observer Missions to the United Nations on 4 August 2009 (annex II).

29. The forum is designed to provide an opportunity for business and civil society to interact with Heads of State and Government to discuss how business can be part of the solution to climate change and how to enhance public-private cooperation.

30. Heads of State and Government will be seated at tables (10 participants per table) with chief executive officers, civil society leaders and heads of United Nations organizations to discuss themes related to implementation of adaptation and mitigation measures in one of the following areas: (a) food security; (b) energy solutions; (c) water security; (d) sustainable enterprises and decent work; (e) financing; and (f) disaster preparedness and risk reduction.

31. Missions are kindly requested to indicate the three themes that their Head of State or Government is willing to participate in. The United Nations Global Compact Office will contact missions to confirm table assignments. Missions are encouraged to indicate their thematic preference as soon as possible so their preference can be accommodated within logistical constraints. All confirmed participants will receive a briefing package containing relevant substantive and logistical information by the end of August.

32. Missions were asked to confirm the participation of their Head of State or Government by completing the attached registration form and returning it to the United Nations Global Compact Office by fax at 212-963-1207 or e-mail to register@unglobalcompact.org by 21 August.

33. For further information on the luncheon, please contact:

Lila Karbassi
United Nations Global Compact Office
karbassi@un.org
Tel: 917-367-3648

or

Melissa Powell
United Nations Global Compact Office
powell1@un.org
Tel: 212-963-0566

VI. Security arrangements

Access to the United Nations Headquarters complex

34. Arrangements for the Summit will be the same as those for the general debate of the sixty-fourth session of the General Assembly (see A/INF/64/5).

35. The Headquarters complex will be closed to the public from Sunday, 20 September 2009 until close of business on Monday, 28 September 2009. Access to the United Nations complex during the Summit on Climate Change will be restricted to delegates and their staff, staff members of the United Nations Secretariat, funds, programmes and agencies, accredited media and non-governmental organizations with specific event/room passes. There will be no access to retirees, outside messengers, family members and guests. These restrictions should be taken into consideration when scheduling appointments or meetings during the dates mentioned above.

36. During the period of heightened security, the pedestrian entrance for delegates at 45th Street and First Avenue will be closed. Therefore, the entrance at the south side of 46th Street and First Avenue will be reserved for the use of high-level VIPs, permanent representatives and senior United Nations officials bearing gold-coloured grounds passes to access the Delegates' Entrance.

37. Representatives of Permanent/Observer Missions, intergovernmental organizations and United Nations specialized agencies and associate members of regional commissions will use the entrances at 42nd Street and 46th Street. Individuals proceeding to the General Assembly Hall will be required to go through screening at designated points within the building. Representatives of non-governmental organizations, the media, affiliates and interns will enter at 46th Street and First Avenue and will be directed to the tent facility for security screening and then to the accreditation tent on the public plaza by the large flag pole. Once authorized by the Protocol and Liaison Service, grounds passes for all delegations (Member States, observers, intergovernmental organizations, specialized agencies and associate members of regional commissions) will be processed at the Pass and Identification Unit.

38. National security officers accompanying VIPs should contact Captain William Ball, Security and Safety Service (tel: 212-963-7531), for grounds passes (see annex III, for a sample request for a grounds pass for security staff).

39. Any questions regarding security should be directed to David Bongi, Deputy Chief of Security and Safety Services (tel: 212-963-7525) or Captain Mark Hoffman, Officer-in-Charge of the Security Event Planning Unit (tel: 212-963-7028). The Joint Law Enforcement Command Centre will be located in room GA-101 (tel: 212-963-0368/0369).

40. Access to the United Nations will be denied to anyone who is not in the above-mentioned categories and who is not wearing a valid grounds pass. Adherence to these instructions will help to avoid last-minute difficulties.

Motorcade drop-off and vehicle security check

41. Escorted motorcades will be able to enter the United Nations premises at 43rd Street and drop off their passengers at the Delegates' Entrance. All other vehicles entering the garage will be subject to search. Significant delays can be expected. Delegates are advised to limit the contents inside vehicles to expedite security clearance.

Access to restricted areas

42. Within the United Nations complex, the entire second floor of the General Assembly Building, the General Assembly Hall, Conference Rooms 5 through 8 and the Conference Building, including the North Delegates Lounge, are designated restricted areas during the Summit. Access to all restricted areas will be based on the regular delegates pass together with a secondary colour-coded access card (see section III above).

43. The hours of operation of the Pass and Identification Unit and the Pass and Identification Tent of the Security and Safety Service before and during the Summit will be as follows:

Saturday, 12 September	10 a.m.-6 p.m.
Sunday, 13 September	10 a.m.-6 p.m.
Monday, 14 September	9 a.m.-6 p.m.
Tuesday, 15 September	9 a.m.-6 p.m.
Wednesday, 16 September	9 a.m.-6 p.m.
Thursday, 17 September	9 a.m.-6 p.m.
Friday, 18 September	9 a.m.-6 p.m.
Saturday, 19 September	10 a.m.-8 p.m.
Sunday, 20 September	10 a.m.-8 p.m.
Monday, 21 September	10 a.m.-8 p.m. (United Nations holiday)
Tuesday, 22 September	7 a.m.-6 p.m.
Wednesday, 23 September	7 a.m.-6 p.m. (Main Pass and Identification Unit and Media Tent)
Thursday, 24 September	8 a.m.-6 p.m.
Friday, 25 September	8 a.m.-6 p.m.

Saturday, 26 September	**Closed**
Sunday, 27 September	**Closed**
Monday, 28 September	9 a.m.-5 p.m.
Tuesday, 29 September	9 a.m.-5 p.m.
Wednesday, 30 September	9 a.m.-5 p.m.
Thursday, 1 October	9 a.m.-5 p.m.
Friday, 2 October	9 a.m.-5 p.m.
Saturday, 3 October	**Closed**
Sunday, 4 October	**Closed**
Monday, 5 October	Pass and Identification return to normal operations

VII. Arrangements for bilateral meetings

44. Arrangements for bilateral meetings during the Summit will be the same as those for the general debate of the sixty-fourth session of the General Assembly (see A/INF/64/5).

Facilities

45. For bilateral meetings among Member States, a limited number of suitably appointed temporary booths, each able to hold a maximum of eight participants, will be available in the General Assembly Public Lobby and on the second, third and fourth balconies of the General Assembly Building (for contact information, see section XII below).

Reservation system

46. A reservation system has been established through eMeets (emeets.un.org) as from late August 2009 in order to provide equitable and efficient use of the facilities and is accessible to all Permanent and Observer Missions. The electronic request should specify the date and time of the meeting and should include the name of the other participating delegation. Venues for photo opportunities in connection with bilateral meetings will be available close to the temporary meeting rooms.

47. An electronic acknowledgement of receipt of each request will be given shortly after submission. Confirmation of room assignments will be provided the day prior to the meeting. Every effort will be made to keep consecutive appointments of the same delegation in the same booth. Last-minute requests will be accommodated subject to availability of space.

VIII. Media arrangements and services

48. Media representatives in possession of a valid United Nations grounds pass will be allowed to cover the Summit on Climate Change without additional accreditation. All others will be asked to submit, in advance of the Summit, an online media registration form, which is available at http://www.un.org/media/accreditation/form/myform.asp. All media applying for accreditation online will receive e-mail notifications as to the status of their application. In addition, all media submitting the registration form will be required to submit a letter of assignment from their Bureau Chief or Editor-in-Chief addressed to the Media Accreditation and Liaison Unit and faxed to 212-963-4642. Two pieces of photo identification (such as passport, national press credentials, police press pass, driver's licence or State identification card) are also required. Other credentials, such as bylined articles, may be requested. Criteria for media accreditation are available at www.un.org/media/accreditation.

49. Details regarding accreditation requirements, media access to the United Nations Secretariat, liaison services for coverage of open and bilateral meetings, press conferences and briefings are available at http://www.un.org/media/accreditation.

50. All members of the media corps accompanying Heads of State or Government or heads of delegation must submit a letter of assignment from their Bureau Chief or Editor-in-Chief, attached to an official letter from the permanent mission concerned, listing the names of the media representatives with their functional titles and affiliation, addressed to:

Gary Fowlie, Chief, Media Accreditation and Liaison Unit
Department of Public Information
Room S-250A, United Nations
Fax: 212-963-4642

51. Members of the media accompanying Heads of State or Government or heads of delegation must present themselves to the Media Accreditation Office, where they will have their photograph taken and be issued a United Nations grounds pass upon presentation of a national passport and valid photo identification.

Location and work hours of the Media Accreditation Office

52. The Media Accreditation Office is situated in room 100 of the UNITAR Building, 801 First Avenue (located on the north-west corner of 45th Street and First Avenue).

53. From Tuesday, 15 September to Friday, 2 October, the Media Accreditation Office will be located in a tent on the North Lawn of United Nations Headquarters, near the 48th Street entrance (south-east corner of 48th Street and First Avenue).

54. The hours of operation for the days immediately before the Summit will be as follows:

Tuesday, 15 September	9 a.m.-6 p.m.
Wednesday, 16 September	9 a.m.-6 p.m.
Thursday, 17 September	9 a.m.-6 p.m.

Friday, 18 September	9 a.m.-6 p.m.
Saturday, 19 September	10 a.m.-8 p.m.
Sunday, 20 September	10 a.m.-8 p.m.
Monday, 21 September	**Closed**
Tuesday, 22 September	7 a.m.-6 p.m.

55. For security reasons, all media representatives will be required to wear both their United Nations grounds pass and national press identification at all times.

Entry and screening procedures

56. All media representatives will be required to present a valid United Nations grounds pass to the United Nations Security Officers at the gate. The designated press entrance is at 47th Street and First Avenue.

57. Media representatives are advised to arrive early to allow sufficient time for screening. Last-minute arrivals will encounter delays and may be further delayed should First Avenue be closed for motorcades.

Media centre and other facilities

58. The facilities in the media workspace area (on the third floor of the Secretariat Building) include television monitors, telephone, audio outlets and wireless Internet. The Ex-Press Bar on the third floor of the General Assembly Building will serve as an overflow area for the media, in particular for the official photographers and cameramen waiting to enter the booth to be assigned to them on a rotational basis. Those locations will also be equipped with electrical outlets and a television monitor showing the proceedings in the General Assembly Hall.

59. The United Nations will establish a media overflow/working area for local and visiting media in Conference Room 1 on level 1-B, which will provide the following technical services:

- Video projection showing quad split screen of the four United Nations Television programme outputs in the centre of the room
- Audio distribution of United Nations Television programmes over room sound system (eight channels) for listening
- Video and audio distribution for external recording.

60. An information desk will be staffed in the media overflow/working area from 22 September 2009 to assist journalists. For queries, call the Media Centre at 212-963-9611/9612/9613.

United Nations audio-visual materials

61. United Nations photographs will be available from the website: http://photo.un.org. Digital photographs are available for download as soon as the images are acquired and processed. Prints of the morning coverage will be available during the afternoon of the same day and prints of the afternoon coverage will be available the following morning. Nominal fees for the issuance of prints may apply.

Because of the capital master plan, prints cannot be provided once the Photo Library moves to its capital master plan swing space at 300 East 42nd Street, 5th floor. Please direct all photo inquiries and requests to the United Nations Photo Library (e-mail: photolibr@un.org; room S-805L; tel: 212-963-6927/0034; fax: 212-963-1658/3430).

62. Live pool United Nations Television coverage is available through Ascent Media/Waterfront and The Switch. For information on the exact coordinates, contact United Nations Television (room CB-1B56A; tel: 212-963-7650; fax: 212-963-3860). A detailed schedule of live and electronic news gathering coverage will be made available to broadcast clients in advance.

63. As the Film/Video Library will remain in the complex during the first phase of the capital master plan, videotapes of speeches will continue to be available throughout the General Assembly period in NTSC Betacam SP and DVD formats. Videotape orders requested in advance will generally be available on the day the statement is delivered. Videotapes of past coverage will be available as soon as possible. B-roll video material on selected topics is also available on NTSC Betacam. Nominal fees for duplication and usage may apply. To request a videotape, contact the United Nations Video Library (room 2B-66 second basement); tel: 212-963-1561/0656; fax: 212-963-3860/4501; e-mail: gonzalezm@un.org; fong@un.org; and teza@un.org (please direct requests to all three e-mail addresses to ensure prompt attention).

64. Digital audio files of the coverage of proceedings are available for download at http://www.unmultimedia.org/radio/library/ as soon as the statements are delivered. For information and requests, contact the United Nations Audio Library (located on the first basement concourse, level 1-B, in room GA-27, and after the general debate at its capital master plan swing space, 300 East 42nd Street, 2nd floor; tel: 212-963-9272/9269/9513 or 917-367-3309; fax: 212-963-3860). Audio is normally available in the original language in which statements were delivered. Special requests for recording of the interpretation in one of the six official languages should be made in advance and are subject to the limitations of recording facilities. Delegations may request one CD of each statement free of charge while the Audio Library remains at United Nations Headquarters. Additional copies and back orders and other special requests are subject to charges and are handled by the Sound Recording Unit (room GA-13C; tel: 212-963-7658).

65. Limited radio studio facilities will be provided to delegates and accredited journalists. For radio studio facilities, contact United Nations Radio by e-mail: chia-rubin@un.org; marchione-novoa@un.org; and martinich@un.org (please direct requests to all three e-mail addresses to ensure prompt attention).

Internet

66. The United Nations News Centre portal (http://www.un.org/news) provides continuously updated coverage of a wide range of climate-related developments at United Nations Headquarters in New York and around the world. Visitors can subscribe to free e-mail news alerts or use a broad array of source materials, including summaries of the Summit on Climate Change, statements by the Secretary-General and his Spokesperson, press releases, transcripts of press briefings and news conferences, as well as an array of multimedia products, from

webcasts and photos to audio and video programming by United Nations Television and Radio.

67. The United Nations webcast service (http://www.un.org/webcast) will provide daily live and on-demand video coverage over the Internet of the Summit on Climate Change and some related open meetings, conferences, press briefings and stakeouts. The meetings will be covered live in English and the original language of the speaker. Queries should be directed to the United Nations Webcast Unit at 212-963-6733.

Pool coverage

68. Nearly all visual media coverage will be done by selected media pools owing to logistical and space considerations. The pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photo agencies. In the case of print media, the United Nations Correspondents Association will notify the Department of Public Information of its representative.

69. The official media accompanying a Head of State or Government or head of delegation, including the official photographer, will not be permitted to participate in these pools. Media accompanying Heads of State or Government will be able to cover all activities of their delegation, if approved by their delegations.

70. Official photographers and television crews will have an opportunity to cover the speech of their Head of State or Government or head of delegation on a rotating basis from the press booths surrounding the meeting rooms. Owing to space limitations, they may not remain in the booth to cover other speeches. A limited number of still photographers, escorted by media liaison staff, will also be allowed to take photographs from the bridge at the back of the meeting rooms during speeches. Those operations will be coordinated by the Liaison Officers accompanying the media.

Tickets to the press gallery in the meeting rooms

71. There are a limited number of tickets available for media representatives for the press gallery of the meeting rooms. The Media Liaison Desk, located on the third floor of the General Assembly Building, will distribute tickets on a first-come, first-served basis 30 minutes before the meeting.

Copies of speeches for the press

72. Delegations wishing to make available the text of the speech by their Head of State or Government or head of delegation are asked to bring 50 copies to the media overflow/working area in Conference Room 1 (located in the first basement (1-B)) and an additional 50 copies to the Media Documents Counter, room S-394, in the third floor press area (tel: 212-963-2479/7166). No photocopying facilities will be available for this purpose.

United Nations press release coverage

73. The Department of Public Information will provide press release coverage in English and French of the Summit on Climate Change, as well as summaries of related press briefings and events. Press releases may be obtained from the media overflow/working area or the Media Documents Counter in the third floor press area

or the United Nations website: (www.un.org/apps/pressreleases). Further queries should be directed to the Press Service (tel: 212-963-7211 (English) or 212-963-7191 (French)).

Background material and other queries

74. For media materials regarding the Summit, please visit the relevant website (http://www.un.org/climatechange/2009summit). The site will also provide video statements, background materials and the overall programme.

75. For additional information, suggestions for possible interviews and other related assistance, contact the Strategic Communications Division, Department of Public Information (tel: 212 963 9495/6816; e-mail: mediainfo@un.org).

Briefings and news conferences

76. The daily noon briefing will be held for journalists in room S-226. All news conferences will be held in room S-226 unless otherwise noted. As media events are subject to change, journalists should consult the daily media alert, which is updated regularly and available at http://www.un.org/media/accreditation/mediaalert.asp. An updated schedule of press conferences can also be found at http://www.un.org/news/ossg/conf.htm. Delegations can book press conferences by calling the Office of the Spokesperson for the Secretary-General (tel: 212 963 7707/7160/7161).

Coverage of bilateral meetings

77. Photo opportunities will be available for bilateral meetings that are open for coverage, when designated as such by the press attaché of the respective Member State. Media representatives covering those meetings will be informed of such opportunities by the appropriate mission press attachés. It will be the responsibility of the press attachés to inform the Media Liaison Desk of such opportunities and the media will then be escorted by a Liaison Officer. The Media Liaison Desk is located on the third floor of the General Assembly Building.

IX. Medical services

78. Arrangements for the Summit will be the same as those for the general debate of the sixty-fourth session of the General Assembly (see A/INF/64/5).

X. Host country liaison

79. Arrangements for the Summit will be the same as those for the general debate of the sixty-fourth session of the General Assembly (see A/INF/64/5).

XI. Additional information and briefing sessions

80. If the need arises to update and expand the information contained in the present note, additional information may be issued. In addition, question-and-answer sessions for interested delegations may be arranged in the weeks leading up to the Summit.

81. In the lead-up to the Summit, the following documents have been issued:

(a) Note verbale dated 1 July 2009 on the modalities and arrangements for the Summit on Climate Change convened by the Secretary-General;

(b) Note verbale dated 4 August 2009 on guidelines for pre-recorded video statements and registration forms for round table sessions and the luncheon.

XII. Focal points for arrangements related to the Summit

Plenary meeting secretariat:	Ion Botnaru, tel: 212 963 2336
Meeting servicing:	Martin Garratt, tel: 212 963 9369
Secretary-General's Climate Change Team:	Kai-Uwe Schmidt, tel: 917 367 4207
Round tables:	Kai-Uwe Schmidt, tel: 917 367 4207
Executive Office of the Secretary-General:	Luis Jiménez-McInnis, tel: 212 963 5501
Facilities for bilateral meetings:	Emma Pioche, tel: 212 963 2952 Fax: 212 963 9284
Protocol:	Desmond Parker, tel: 212 963 7179 Fax: 212 963 1921
Delegation accreditation and access:	Wai Tak Chua, tel: 212 963 6188 Fax: 212 963 1921
Security:	David Bongi, tel: 917 367 9520 Fax: 212 963 6850
	Inspector Donald Calderone, tel: 212 963 4013 Fax: 212 963 9775
Media:	Gary Fowlie, tel: 212 963 6934 Fax: 212 963 4642
	Paulina Kubiak, tel: 212 963 6936 Fax: 212 963 4642
Medical Services:	Neomy Mantin, tel: 917 367 3627
Host Country Liaison:	Russell Graham, tel: 212 415 4330 Robert Franks, tel: 212 415 4407

Annex I

REGISTRATION FORM

Summit on Climate Change
Convened by the Secretary-General

Roundtable Sessions

Time of Morning Session: 11.00-13.00
Time of Afternoon Session: 15.00-17.00

Tuesday, 22 September 2009

The Summit will focus on engaging leaders in an interactive dialogue on the crucial political issues for a post-2012 climate change regime. In order to have reasonably small groups that will allow for an active discussion, there will be four parallel session in the morning and four parallel sessions in the afternoon. All of the round tables will treat the same topics.

Each leader will participate in one round-table session either in the morning or in the afternoon. The composition of each round table will be made with due consideration to adequate geographical representation. One accompanying adviser will be permitted with each Head of State or Government. Please indicate your preference as to whether you would prefer to participate in the morning or afternoon session. Every effort will be made to accommodate such preferences.

□ **We would like to attend one of the Morning Round-table Sessions.**
□ **We would like to attend one of the Afternoon Round-table Sessions.**

Permanent and Observer Missions are invited to inform the Secretariat of the name and function of the official who will be attending the Round-table Session. Please also provide the name of the Advisor who will be accompanying this official. Delegations are requested to complete and return this registration form to the return address below as soon as possible, but no later than **31 August**.

Contact Information			
Member State/Observer			
Name of Head of State/Government or Minister			
Title/Position			
Name and title of one Advisor to accompany			
Contact Person Title			
Phone		**Fax**	
Email			

Interpretation will be available in the six official languages of the United Nations. If interpretation in a language other than an official language is required, limited facilities could be made available. The Secretariat should be informed in advance if the delegation in question intends to provide an interpreter so that proper arrangements can be made.

☐ **Interpretation from a non-official into an official language will be needed.**
Language: _____

The completed registration form, with an official Permanent/Observer Mission cover page, to be returned by fax, mail, email or hand delivery to:

Secretary-General's Climate Change Support Team
c/o Ms. Heba Abdellatif, United Nations, S-1835B, New York, NY 10017
Tel: **+1 917 367-4207 Fax: +1 917 367-0822 e-mail: ccst@un.org**

Annex II

REGISTRATION FORM

United Nations Leadership Forum on Climate Change
Luncheon

Time: 13.05-14.45
Tuesday, 22 September 2009
Delegates Dining Room, UNHQ, New York

☐ YES, Our Head of State/Government will attend.

Contact Information			
Name of Country			
Name of Head of State/Government			
Position/Title			
Name of one Advisor to accompany the HoS			
Phone		Fax	
Email			
Working-level Contact Person (Email/Phone)			

Themes for the Roundtable Session

Heads of State/Government will be seated at roundtables with CEOs, Heads of NGOs and UN Agency Heads and will explore one the themes below (parallel discussions). Please indicate the 3 themes that your Head of State/ Government would be willing to participate in. We will contact you to confirm his/her assigned roundtable. Due to logistics constraints, only one accompanying advisor will be permitted. *Kindly indicate your thematic preferences as soon as possible so we can accommodate your request.

Food Security	
Energy Solutions	
Water Security	
Sustainable Enterprises and Decent Work	
Financing	
Disaster Preparedness and Risk Reduction	

Dietary Preference

Kindly indicate any dietary restrictions or preferences of which the organizers should be aware.

Please complete and return this form to the UN Global Compact Office
via email at: register@unglobalcompact.org or via fax at: +1 (212) 963-1207
no later than 21 August 2009

Logistics Contact: Ms. Meng Liu tel: +1 (917) 367-2186 email: lium@un.org
Content Contact: Ms. Lila Karbassi tel: +1 (917) 367-3648 email: karbassi@un.org

Annex III

UNITED NATIONS NATIONS UNIES

SECURITY AND SAFETY SERVICE

SPECIAL SERVICES UNIT

Request for Grounds Pass — Security Staff

Issuance _____ Renewal _____ Duplicate _____

Name: _____

Country/Agency: _____

Protectee: _____

_____ _____ _____

Official seal Date Authorized signature

_____

Print name

(To be completed by the Special Services Unit)

Code/Weapon: UA A _____

(Must obtain prior approval from the Chief of Security and Safety Service)

Expiration date: _____

Approved by: _____ Date: _____

Proof of identification (Must be presented at the Pass and Identification Unit) _____